

**EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING**

August 26, 2026 Approved Minutes

Members Present:

Wilson Lambert, Chair
Robert Sparr, Vice Chair
Katja DiRado, Member
Deborah Stoff, Member

Member Absent:

Al Wright, Member

Township Staff Present:

Dave Hindman, Township Treasurer
Chad Osborn, Police Chief
Brian Simmons, Police Sergeant

Township Solicitor:

Mike Crotty

1. CALL TO ORDER, SILENT MEDITATION, PLEDGE OF ALLEGIANCE

Chair Lambert called the meeting to order at 6:33 PM.

2. An executive session was held on August 11, 2026 to discuss legal and personnel matters.

3. DISCUSSION

APPROVAL OF MINUTES

a. July 28, 2026 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Member DiRado made a motion to approve the July 28, 2026 Board of Supervisors meeting minutes as presented. Vice Chair Sparr seconded.

Siti Crook, Township resident, requested that the minutes reflect that she commented on the proposed rental ordinance, submitted written comments concerning the ordinance, and requested that her written submission be incorporated into the meeting record.

Dennis Crook, Township resident, requested that the minutes reflect that he read a letter regarding community participation for the comprehensive plan.

MOTION: Chair Lambert made a motion to approve the July 28, 2026 Board of Supervisors meeting minutes as amended. Supervisor Stoff seconded.

VOTE: 4-0

4. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- a. July Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- b. July Westwood Fire Company EMS Report submitted for Board and resident review.
- c. July Modena Fire Company Fire Chief's Report submitted for Board and resident review.

- d. July Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- e. June Modena Fire Company EMS Report submitted for Board and resident review

5. SUMMARY BY APPLICABLE BOARD LIAISON

Township Office – Chairman Lambert
Police Department – Supervisor Wright
Public Works Department – Supervisor Wright
Emergency Services and Fire Marshal – Vice Chairman Sparr
Planning Commission – Supervisor Stoff
Historical Commission – Supervisor DiRado
Park and Recreation – Vice Chairman Sparr
Environmental Advisory Committee (EAC) – Supervisor DiRado

6. PRESENTATION: FBI LEEDA Agency Trilogy Awarded to Police

FBI LEEDA's Michael Robinson presented the LEEDA Agency's Trilogy Award to the East Fallowfield Police Department. Chief Osborn and Sergeant Simmons were in attendance to receive the award.

7. TREASURER'S REPORT

- a. July 31, 2026 Treasurer's Report.

MOTION: Supervisor DiRado made a motion to approve the July 31, 2026 Treasurer's Report as presented. Chair Lambert seconded.

VOTE: 4-0

- b. Payment Authorizations.

MOTION: Chair Lambert made a motion to approve the Payment Authorizations for the period of July 29 through August 25, 2026, in the total amount of \$346,988.05, as presented. Supervisor DiRado seconded.

VOTE: 4-0

8. MANAGER'S REPORT

- a. Meeting Schedule for 2027 Budget (Informational)

First Budget Workshop: October 13, 2026
First Presentation of Budget: October 27, 2026
Second Presentation of Budget/Authorize Advertisement of Budget: November 10, 2026
Budget Adoption (Proposed): December 8, 2026

Budget Adoption (If not adopted on December 8): December 15, 2026

b. Appointment of Township Secretary

MOTION: Supervisor DiRado made a motion to appoint Anja Twite to serve as full-time 2026 Township Secretary at an annual salary of \$65,000 subject to a satisfactory pre-employment physical. Chair Lambert seconded.

VOTE: 4-0

c. New Business

There was no new business.

9. LEGAL

a. Coatesville Area School District – Memorandum of Understanding

Solicitor Crotty explained that this is an information-sharing agreement between Coatesville School District and the Township Police Department. It allows the Police Department to coordinate responses to school incidents. The Memorandum is currently being reviewed by the School District.

b. Resolution: Approval of the Chester County Hazard Mitigation Plan

MOTION: Supervisor DiRado made a motion to approve Resolution 2026-13 adopting the Chester County Hazard Mitigation Plan as the official Hazard Mitigation Plan for East Fallowfield Township. Vice Chair Sparr seconded.

Solicitor Crotty explained that this is a countywide mitigation plan for hazardous events from droughts to cyber-attacks. The plan is reviewed every 4 to 5 years. The current plan must be adopted by each municipality by September 30, 2026. If not approved, the township cannot receive financial assistance from PEMA or FEMA.

VOTE: 4-0

c. Approval of Township Manager's Employment Agreement

Solicitor Crotty explained that the agreement consists of updates to some conditions of employment, including annual compensation adjustments.

MOTION: Chair Lambert made a motion for the Township to execute an updated employment agreement establishing salary, benefits, and employment terms and conditions with the Township Manager from January 3, 2026 until January 5, 2028. Supervisor Stoff seconded.

VOTE: 4-0

d. Approval of Community Planning Service Contract – Comprehensive Plan Update

Solicitor Crotty explained that the target completion date is mid-2027. A number of workshop sessions and public hearings are planned. Half of the cost is covered by a planning grant from the County. The total Township cost is \$31,072.

MOTION: Vice Chair Sparr made a motion to approve the Community Planning Service Contract for Comprehensive Plan Update Services between East Fallowfield Township and the County of Chester and authorize the Township Manager to execute the agreement on behalf of the Township. Supervisor DiRado seconded.

VOTE: 4-0

- e. Easement Agreement for the Sewage Conveyance along Doe Run Road

Solicitor Crotty noted that the school district pump station agreement is still with Pennsylvania American for review.

- f. Update on Pelham Place/Fieldstone Village Public Improvements (Informational)

Solicitor Crotty explained that a site visit had taken place. The punch list items and costs are being finalized before moving forward. A discussion regarding roads dedication and the lack of progress took place. Solicitor Crotty advised against the Township plowing the private roads in the meantime, due to potentially high liability costs in case of damage.

- g. New Business

There was no new business.

10. PARK AND RECREATION BOARD

- a. Report submitted

- b. Request from Wild Rec LLC Requesting Reduced Fee for Field Permit

MOTION: Supervisor DiRado made a motion approving the request from Wild Rec LLC to pay a reduced fee of \$25/day (\$150 total) and a single \$250 security deposit for a field permit at the township park for youth soccer activities held on Fridays from August 28 to October 2. Chair Lambert seconded.

Parks & Rec Chair Dickinson confirmed that they had no objection to the permit. She expressed frustration that the department had not been given the opportunity to provide a recommendation for this request, as well as some others in the past. Chair Dickinson requested moving park permit approvals to Manager's Report on the agenda, if they had not been shared with Park & Rec beforehand.

VOTE: 3-0 (Vice Chair Sparr abstained)

- c. Request from Chester County Master Gardeners to use Park Pavilion for Picnic

MOTION: Supervisor DiRado made a motion approving the request from Chester County Master Gardeners to use the park pavilion on October 10 from 2:00pm-6:00pm for up to 75 people for a picnic. Chair Lambert seconded.

Parks & Rec Chair Dickinson asked why the motion did not include a fee amount. She also noted a discrepancy in permit fee amounts in the past.

MOTION: Supervisor Stoff made a motion to table the pavilion request for Chester County Master Gardeners until the board's next regular meeting. Supervisor DiRado seconded.

VOTE: 4-0

- d. Touch A Truck event on Saturday, September 12 from 10am-1pm (Informational)

11. PLANNING COMMISSION

- a. Report provided

12. POLICE DEPARTMENT

- a. July Police Report submitted for Board and resident review
- b. Approval of Watchdog Radar Kit Quote from Jamar Technologies, Inc.

MOTION: Vice Chair Sparr made a motion to approve the quotation from Jamar Technologies, Inc for the purchase of a Watchdog Radar Kit in the amount of \$4,460.00, to be paid from the Township's Capital Fund. Supervisor DiRado seconded.

Chief Osborn explained that the cost of repairing the item would have been higher than replacing it.

VOTE: 4-0

13. PUBLIC WORKS DEPARTMENT

- a. July Road Department Report submitted for Board and resident review

14. ENVIRONMENTAL ADVISORY COUNCIL

- a. No report submitted

15. HISTORIC COMMISSION

- a. No report submitted
- b. Resignation of Historic Commission Member Jack Alvarez

MOTION: Supervisor DiRado made a motion to accept the resignation of Historic Commission member Jack Alvarez for the term ending December 31, 2026. Vice Chair Sparr seconded.

VOTE: 4-0

Joe McCormick	Chairman	2025 to 2029	5 year term
Sue Monaghan	Secretary	2022 to 2026	5 year term
Connie McLaughlin	Member	2025 to 2029	5 year term
Jennifer Carling	Member	2022 to 2026	5 year term
Clarence Rhoades, III	Member	2022 to 2026	5 year term
Chad Peterson	Member	2022 to 2026	5 year term
Rania Larsen	Member	2024 to 2028	5 year term
VACANT	Member	2022 to 2026	5 year term
Pam Jaccard	Member	2024 to 2028	5 year term

16. OLD BUSINESS

17. NEW BUSINESS

18. PUBLIC PARTICIPATION

Shane Cloyd, Township resident, asked about the 20 hours of work carried out by Public Works at Brooks Crossing, and permit software.

Dennis Crook, Township resident, submitted a written statement regarding cohesive water and sewer policies.

Terri Dickinson, Township resident, expressed concern about the increased traffic at the Doe Run intersection, and asked if there is a plan how to handle this.

Nina Pietro, Township resident, expressed her appreciation for the East Fallowfield Police Department. She also asked about the planned construction on South Park Avenue.

19. ADJOURNMENT

MOTION: Supervisor DiRado made a motion to adjourn the Supervisors Meeting at 8:05 PM. Supervisor Stoff seconded.

VOTE: 4-0.

Respectfully Submitted,

Anja Twite
Township Secretary